



**THE COUNTY OF EL DORADO**  
invites applications for the position of:

## **ASSOCIATE LAND SURVEYOR**

**SALARY:** \$37.04 - \$45.01 Hourly  
\$6,420.27 - \$7,801.73 Monthly  
\$77,043.20 - \$93,620.80 Annually

**OPENING DATE:** 07/26/18

**CLOSING DATE:** 08/26/18 11:59 PM

**Department:** Transportation

**Location:** Placerville, California

**DESCRIPTION:**

**\*\*\*Extended Filing Date\*\*\***

**El Dorado County is one of the most beautiful counties in the state of California. You can avoid the valley commute and fog and take in the natural beauty. Check out our video to learn more!**

[\*\*ELEVATE TO EL DORADO\*\*](#)

**The County of El Dorado is recruiting applicants for Associate Land Surveyor. This recruitment will establish a list for the purpose of filling current and future full time, part time and extra help vacancies in Placerville and South Lake Tahoe for up to three (3) months.**

**We currently have the following vacancies:**

- **One (1) Full Time vacancy for the Construction Division of the Transportation Department located in Placerville, CA.**

**DEFINITION**

Under direction, plans, supervises and evaluates professional field and office surveying work.

**DISTINGUISHING CHARACTERISTICS**

This class is the supervisory level in the surveying series. Incumbents plan and supervise field and office survey work performed by the Department of Transportation or County Surveyor's Office related to highway, bridge and drainage facility design, construction and maintenance, or Record of Surveys, subdivision maps and other County maps. This class is distinguished from Deputy Director/Engineering Administration, which is responsible for the overall management of the Engineering Division. It is further distinguished from the County Surveyor's Office.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Plans, organizes, coordinates, supervises and evaluates field and office surveying work related to highway, bridge and drainage facilities design, construction and maintenance work, or the review of Record of Surveys, subdivision maps and other County maps.
- Selects, supervises, evaluates and disciplines staff; provides for their training and development.
- Reviews requested survey work, establish survey priorities; schedules and coordinates the work.
- Supervises the researching of maps, deeds and other survey records to secure data; supervises and reviews the work of field survey parties; provides technical assistance to staff.
- Personally performs professional field and office surveying work; prepares and approves record of surveys, parcel maps, final maps and topographic maps, plan and profile drawings, cross-sections, legal descriptions and related records and reports.

- Administers and coordinates professional service contracts for title companies, right-of-way, and survey and photogrammetry contract work.
- Works closely with other divisions, departments, property owners and contractors to explain and coordinate projects; responds to inquiries and complaints.
- Prepares and maintains survey estimates, progress reports, budget reports and a wide variety of related records
- Ensures that survey work is carried out in a safe and effective manner.
- Monitors developments related to survey work, evaluates their impact and recommends and implements policy and procedure improvements.
- Ensures compliance of survey activities to relevant codes, regulations and guidelines.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

### **EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):**

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to graduation from a four-year college or university with major course work in surveying, civil engineering or a closely related field **AND** two years of experience in field and office surveying at a level equivalent to the County's class of Assistant in Land Surveying. Additional surveying work experience may be substituted for the required education on a year for year basis.

**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

#### **Knowledge:**

- Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
- Principles and practices as related to public works design, construction and right-of-way acquisition.
- Principles and practices related to land surveying and the review and preparation of parcel and subdivision maps.
- Geodetic and photogrammetric surveying.
- Relevant codes, ordinances and regulations governing the work.
- Instruments, tools and equipment used in survey work.
- Computer applications related to the work. Safe work practices and safety regulations related to survey work.
- Principles and practices of contract administration.

#### **Skills:**

- Planning, assigning, directing, coordinating and performing field and office survey work.
- Selecting, motivating and evaluating staff and providing for their training and development.
- Analyzing technical and administrative problems, evaluating alternatives and recommending or implementing effective courses of action.
- Preparing and reviewing accurate and concise survey records and reports, maps and related documents.
- Exercising sound independent judgment within policy guidelines.
- Developing and implementing policies, procedures, work and safety standards and management controls.
- Coordinating work assignments with other divisions, department and outside firms and individuals.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **OTHER REQUIREMENTS:**

Must possess a valid driver's license. Must possess a valid California registration as a Land Surveyor. May be required to lift and carry objects weighing up to sixty (60) pounds.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.edcgov.us>

Position #1807-4110  
ASSOCIATE LAND SURVEYOR  
CH

330 Fair Lane  
Placerville, CA 95667  
530-621-5565

[edcjobs4u@edcgov.us](mailto:edcjobs4u@edcgov.us)

---

### **ASSOCIATE LAND SURVEYOR Supplemental Questionnaire**

- \* 1. To provide us with an opportunity to evaluate your application, responses to the Supplemental Questions are required in addition to your application. The information you provide will be used to determine your eligibility to continue in the selection process for this position. All work experience that is described or included in your response(s) MUST be included in the "Work Experience" section of your application. (Do not refer to a resume or other documentation.)
  - I acknowledge receipt of this information
- \* 2. This position requires a valid driver's license. Do you possess a valid driver's license?
  - Yes
  - No
- \* 3. What is your highest level of education?
  - High School or GED
  - Some College
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
  - Juris Doctorate
  - PhD or MD
  - None of the above
- \* 4. In what field(s) did you receive your degree(s)?
  - Surveying
  - Civil Engineering
  - Other
  - Not Applicable
- \* 5. Do you possess a valid California registration as a Land Surveyor?
  - Yes     No
- \* 6. Other Requirements: Must be willing to work outdoors in a variety of weather conditions, with exposure to traffic. Must be willing to work overtime and off hour shifts in emergency situations. May require lifting and carrying of objects weighing up to sixty (60) pounds. Must have visual and color acuity adequate to successfully perform the essential functions of the job. Must be willing to perform work at heights and during bad weather conditions.
  - I am aware of the additional requirements of this position.
- \* Required Question